

**CONFIDENTIAL**

DD/S 67-0672

07 FEB 1967

MEMORANDUM FOR: Director of Personnel

SUBJECT : Request from CSC for Non-Reimbursable Detail  
to the White House

I discussed this request with the Executive Director and it was agreed that we should advise the Civil Service Commission that we regretfully do not have an individual qualified to fill the position of Special Assistant to the President for Correspondence and accordingly we are unable to comply with their request. You might further add that we do not have duties involving the handling of the White House type of correspondence pertaining to personal, official and political mail. In essence we are not simply refusing but we do not have anyone qualified for this type of position. Please notify the Civil Service Commission as promptly as possible.

25X1A

[REDACTED]  
Deputy Director  
for Support

Att: Memo dtd 3 Feb 67 for Exec Off, OP  
fr Asst. Exec Off to D/Pers, subj:  
Request from Civil Service Commission  
to Furnish a Non-Reimbursable Detail  
to the White House

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NOTE: [REDACTED] notified Mr. Dockerty of CSC  
at 2<sup>15</sup> p.m. using substantially the language  
of memo above.  
I notified [REDACTED] for Mr. Bannerman  
and Mr. Echols that mission was accomplished.

STATINTL

**CONFIDENTIAL**

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

STATINTL

3 February 1967


MEMORANDUM FOR: Executive Officer, OP

SUBJECT : Request from Civil Service Commission to Furnish a  
Non-Reimbursable Detail to the White House

1. Mr. Dockerty of CSC called on 2 February to ask if we could furnish one of our employees to handle high-level correspondence at the White House. In order to be able to respond more intelligently to this request, I called Mr. Rogers at the White House Personnel Office. He told me that he was not directly involved but that he believed the job was Special Assistant to the President for Correspondence. He suggested I ask Dockerty to go back to his White House source for further clarification.

2. On 3 February Mr. Dockerty called to say that the position was Special Assistant to the President for Correspondence and that he believed the incumbent of the position dealt closely with Marvin Watson and President Johnson. In the immediate office of the Special Assistant are about five employees. In addition, he is responsible for the correspondence work handled in the White House Correspondence Section. This section apparently numbers about 50 people. The present incumbent is on detail from the State Department and Dockerty believes he is either an FSR-2 or FSR-2 (GS-16 equivalent). This is a very responsible position, as Mr. Johnson is very particular about the quality of the mail that leaves the White House. Position includes responsibility for personal, official, and political mail.


3. First, do we agree to fill the position? Second, what type of individual do we have in this Agency that has the political feel for this type of position as well as the ability to know when a letter is written properly? Off hand, I wouldn't exclude consideration of some of the people we have working in the Office of Legislative Counsel.

  
Assistant Executive Officer  
Office of Personnel

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OD/Pers  (3 Feb 67)

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